

School 'President'

Supervision of the Extended Essay

(Updated June, 2023)

This document describes the Extended Essay supervision process including timelines, the procedure of choosing Extended Essay supervisors by the students and the number of students each supervisor is usually responsible for.

“The extended essay is an in-depth study of a focused topic chosen from the list of available Diploma Programme subjects for the session in question. This is normally one of the student’s six chosen subjects for those taking the IB diploma, or a subject that a course student has a background in. It is intended to promote academic research and writing skills, providing students with an opportunity to engage in personal research in a topic of their own choice, under the guidance of a supervisor (an appropriately qualified member of staff within the school). This leads to a major piece of formally presented, structured writing, in which ideas and findings are communicated in a reasoned and coherent manner, appropriate to the subject chosen. It is mandatory that all students undertake three reflection sessions with their supervisor, which includes a short, concluding interview, or viva voce, with their supervisor following the completion of the extended essay.” (From *‘Extended Essay Guide’*)

Due to relatively small number of students in the School IB Diploma Programme, the functions of EE coordinator are fulfilled by the Diploma Programme Coordinator closely working with EE supervisors. During the first half of the first year (no later than mid-December) IB DP students have a meeting with DP Coordinator where they are introduced to the Extended Essay requirements and structure, assessment criteria and the role of supervisor. At the meeting students receive timelines for the Extended Essay as well as any supporting materials from the Extended Essay Guide and EE website on the whole. The Year 1 students are in charge of choosing the subjects for their Extended Essay till February, 24th.

To ensure the students make the right choice, they are advised to examine University entry requirements. Students have an access to the samples of the Extended Essay from previous years’ students supervised by our School teachers as well as to those available on IBO website. Meetings with IB graduates and with the school librarian are organized to foster the process.

By February, 24th, the Year 1 students report their choices to DP Coordinator. Then DP Coordinator appoints the Extended Essay supervisors in discussion with DP team, taking into account personal preferences of students and teachers. Usually each supervisor is responsible for no more than four students.

DP Coordinator is in charge of arranging the first meeting between a student and a supervisor, which is run in the form of an interview, where the research question of the

Extended Essay and the subject specific requirements are discussed and the timeline is given out.

The deadline for provision of the electronic copy of the Extended Essay is January, 15th (Year 2).

In accordance with the timeline (see below) students, supervisors and DP Coordinator meet regularly to discuss the progress. DP Coordinator informs the parents about the status of the Extended Essay at major deadlines.

Extended Essay timeline

Deadline	To Do	Who
<i>1st Year</i>		
20 December	Introductory Meeting. Presentation of what the Extended Essay is and introduction of the assessment criteria.	IB DP Coordinator, Year 1 students
10 February	Presentation of the Extended Essay to the School IB community by the Year 2 students (<i>viva voce</i>).	IB Year 2 Students, DP Coordinator, IB Teachers Team (including all supervisors), IB Year 1 Students and pre-IB Students, parents
17 February	Meeting with school librarian and IB graduates (if possible).	Students, IB graduates, DP Coordinator, school librarian
24 February	Choice of subject. Appointment of supervisors.	IB DP Coordinator, IB Teachers Team, Students
15 March	First meetings with supervisors – Interview. Choice of topic. Preparation of formal topic proposal including the preliminary research question description.	Students, supervisors
20 May	The first reflection session. The structure of the Extended Essay and a list of possible sources and methods,	Students, supervisors

	<p>and their personal reactions to the issues.</p> <p>First draft of introduction.</p> <p>Devising the personal timeline for main body completion.</p>	
2nd Year		
1 October	<p>The interim reflection session where students demonstrate the progress of their thinking, the development of their argument and raise any questions they may have with their supervisor.</p> <p>First draft of main body.</p>	Students, supervisors
1 November	Meeting with DP Coordinator , where students report on their progress with EE and present the second draft of EE.	Students, supervisors, DP Coordinator
15 January	Provision of final electronic version of the Extended Essay with title page, contents, introduction, method, main body, conclusion and evaluation, bibliography, appendices.	Students
10 February	The final reflection session (viva voce) , where students demonstrate the authenticity of their work by showing what they have learned about the topic, the research process followed, their own learning, as well as outlining new questions they have uncovered. Students highlight the personal significance of the work that is later included in the supervisor's report.	IB Year 2 Students, DP Coordinator, IB Teachers Team (including all supervisors), IB Year 1 Students and pre-IB Students, parents

The dates of the timeline are subject to possible changes.